

## APPENDIX E

### VEHICLE CARD/LABEL REPLACEMENT FORM

ORIGINAL RECORD -- TO AVOID DELAYS PLEASE PROVIDE COMPLETE INFORMATION

CARD #	YEAR	MAKE	MODEL	VIN (must be 17 digits)	TAG #
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Change Request (Please check status of **original** card)

Lost \_\_\_\_\_ Stolen \_\_\_\_\_ Damaged \_\_\_\_\_ Budget Code Change \_\_\_\_\_ Correction \_\_\_\_\_

- Lost or Stolen cards will be locked out and reissued
- Damaged cards MUST be returned to Commercial Fuel Systems, Inc. for replacement. DO NOT CUT CARDS!!!!
- Budget Code changes do not require new cards.
- Corrections (Change made due to typos or tag changes) are made to the database. A new label can be obtained with this form.

Change Fields (complete only areas to be changed)

VIN (must be 17 digits)	FUEL TYPE	TANK CAPACITY
YEAR	MAKE	MODEL
TAG #	BUDGET CODE	

Send new cards to: (Please fill in complete address)

Attention: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_

Signature of person completing form \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Signature of Fleet Manager \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Date \_\_\_\_\_

Send completed forms to:  
Commercial Fuel Systems, Inc.  
P.O. Box 71 - Mt. Airy, MD 21771  
Phone (301) 829-0875  
Fax (301) 829-1916